



DEPARTMENT OF THE ARMY

104TH AREA SUPPORT GROUP  
UNIT 20193, BOX 0001  
APO AE 09165-0001

AETV-HUG-GC

25 August 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy (CP) 0-1, Open Door Policy

1. PURPOSE. To define and establish the 104<sup>th</sup> Area Support Group (ASG) Commander's Open Door Policy.
2. APPLICABILITY. This policy applies to the following:
  - a. All civilian or military personnel assigned or attached to the 104<sup>th</sup> Area Support Group Area of Responsibility (AOR).
  - b. All family members residing in the 104<sup>th</sup> ASG AOR.
3. My Command is open; however, I expect and have confidence that the chain of command will properly address all issues arising within the 104<sup>th</sup> ASG.
4. On the rare occasions when the chain of command is perceived as part of the problem or when an immediate supervisor cannot resolve the issue, I request the issue first be directed to a Base Support Battalion (BSB) Commander, BSB Command Sergeant Major (CSM), ASG CSM, or the ASG Deputy Commander.
5. If these individuals cannot resolve the issue, I will do all I can to do so. To schedule an appointment, contact my administrative officer at 322-1300. My administrative officer will make every effort to schedule this appointment as soon as possible. Soldiers who are pending judicial, non-judicial, or adverse investigation must coordinate through the Office of the Staff Judge Advocate to make an appointment.
6. This policy should be posted on military and civilian bulletin boards throughout the 104<sup>th</sup> ASG AOR.
7. This policy memorandum supersedes all previous memoranda, subject as above.

  
HERMAN WILLIAMS III  
COL, MP  
Commanding

DISTRIBUTION:

"I"